



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
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April 21, 2008

To: OFFICE OF THE DISTRICT ATTORNEY  
COUNTIES OF FRESNO, KERN, KINGS, MADERA, MERCED, SAN JOAQUIN,  
STANISLAUS, AND TULARE

Subject: CENTRAL VALLEY RURAL CRIME PREVENTION (CVRCP) PROGRAM  
REQUEST FOR APPLICATION (RFA) – FISCAL YEAR 2008/09

The Governor's Office of Emergency Services is pleased to announce the release of the CVRCP Program RFA. The purpose of this program is to provide for the protection and safety of the state's agricultural industry by creating statewide standards and methods of detecting and tracking agrarian crime.

Enclosed is a copy of the RFA for the CVRCP Program, which you should have already received through electronic mail to utilize the computerized forms. Please note the deadline for submission of CVRCP Program applications is **Friday, May 23, 2008**. All applications must be **postmarked by Friday, May 23, 2008, or hand delivered to this office by 5:00 p.m. on the same day**.

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: **CVRCP RFA – Crime Suppression Section**

Should you have questions concerning this program or the enclosed RFA, please contact Ann Saldubehere, Program Specialist, Crime Suppression Section, at 916-324-9225 or at [ann.saldubehere@oes.ca.gov](mailto:ann.saldubehere@oes.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Stacy Mason-Vegna".

STACY MASON-VEGNA, Chief  
Crime Suppression Section

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION  
CENTRAL VALLEY RURAL CRIME PREVENTION PROGRAM  
REQUEST FOR APPLICATION**

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- III. **FORMS** - Click (FORMS) to get the required forms listed below, **or** go to [www.oes.ca.gov](http://www.oes.ca.gov) and select *Recipient Handbook, Appendices, and Forms*, **or** paste the following link into your browser: **[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)**

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CENTRAL VALLEY RURAL CRIME PREVENTION PROGRAM (CVRCP)**

**REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Recipient Handbooks."

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Ann Saldubehere, Program Specialist  
Telephone: (916) 324-9225  
Fax: (916) 323-1756  
Email: [ann.saldubehere@oes.ca.gov](mailto:ann.saldubehere@oes.ca.gov)

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

***One original and one copy*** of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Friday, May 23, 2008** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: CVRCP – Crime Suppression Section

2. Hand delivered by **5:00 p.m. on Friday, May 23, 2008** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: CVRCP – Crime Suppression Section

**D. ELIGIBILITY**

Pursuant to legislation, only the eight “Central Valley” counties of: Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare are eligible to apply for funding. Each county under this program may implement the CVRCP consistent with the statute and in response to certain unique, but significant, problems encountered in agricultural locations.

The county district attorney and sheriff will administer this program under a joint powers agreement. It is incumbent upon all participants to adhere to this requirement, which is found in Chapter 5, commencing with Section 6500 of Division 7 of Title I of the Government Code.

In order to receive funds for this program, each designated county shall agree to participate in a regional task force, to be known as the Central Valley Rural Crime Task Force, and shall appoint a representative to that task force. The task force is charged with, and has developed a uniform procedure for, the collection and reporting of data on agricultural crimes, and for ensuring the establishment of a central database for collection and maintenance of agricultural crimes data.

Each participating county is required to collect and report statistical data on agricultural crimes, and enter this data into the centralized database. Each county must agree that the centralized database will be housed at and maintained by the Tulare ACTION Project, thus ensuring uniform data collection and retrieval.

As legislatively mandated, funds appropriated under this program shall be allocated based on each participating county’s compliance with established uniform data collection and reporting requirements.

**E. FUNDS**

A total of \$3,008,700 in State General Funds has been made available for the Central Valley Rural Crime Prevention Program during the 2008/2009 fiscal year. Funding for subsequent years is subject to continued appropriation in the State Budget and the project’s ability to comply with statutory and programmatic requirements. Participating counties must budget funds for a twelve (12) month grant period, beginning July 1, 2008 and ending June 30, 2009.

***The following chart outlines the non-competitive funding levels available for distribution during fiscal year 2008/2009:***

<u>COUNTY</u>	<u>AMOUNT</u>	<u>COUNTY</u>	<u>AMOUNT</u>
Fresno	\$692,001	Kern	\$511,479
Kings	\$255,739	Madera	\$165,481
Merced	\$255,739	San Joaquin	\$255,739
Stanislaus	\$255,739	Tulare	\$616,783

**F. PROGRAM INFORMATION****1. Program History and Background**

In 1995, the Rural Crime Prevention Program was conceptualized through a proposal developed by the Tulare County District Attorney. The purpose of the demonstration

project was to provide for the protection and safety of the state's agricultural industry by creating statewide standards and methods of detecting and tracking agrarian crime.

In 1996, AB 2768 (Poochigian) authorized the County of Tulare to develop the Rural Crime Prevention Demonstration Project to be administered by the county district attorney's office pursuant to a joint powers agreement with the county sheriff's office for a 3-year period.

In 1999, AB 157 (Reyes) extended program operation until January 1, 2001, authorized an additional seven (7) counties to develop the Rural Crime Prevention Program, and appropriated \$3,441,000 to be distributed as follows:

<u>COUNTY</u>	<u>AMOUNT</u>	<u>COUNTY</u>	<u>AMOUNT</u>
Fresno	\$792,625	Kern	\$592,625
Kings	\$292,625	Madera	\$192,625
Merced	\$292,625	San Joaquin	\$292,625
Stanislaus	\$292,625	Tulare	\$692,625

Additionally, AB 157 directed the Legislative Analyst to prepare and submit to the Legislature a detailed cost-benefit analysis of the entire program by December 31, 2000, appropriating \$100,000 for that purpose.

In 2000, AB 1727 (Reyes) extended program operation until January 1, 2002. The bill also extended the cost-benefit analysis submission due date to December 31, 2001.

In 2001, AB 530 (Reyes) provided that authorization for the program shall not expire until July 2002.

In 2002, AB 374 (Matthews) extended program operation until July 1, 2005, and renamed the Rural Crime Prevention Program the "Central Valley Rural Crime Prevention Program."

The bill also required the Central Valley Rural Crime Prevention Task Force to develop a uniform procedure for the collection and reporting of data on agricultural crimes, and for one participating county to establish a central database for collection and maintenance of the agricultural crimes data by June 30, 2003.

Further, the bill provided that funds appropriated shall be allocated based on the participating counties compliance with uniform data collection and reporting requirements.

In 2005, SB 453 (Poochigian) extended program operation until July 1, 2009, and the repeal date to January 1, 2010.

In 2008, Governor Schwarzenegger ordered all State General Fund programs reduced in award by 10%.

## **2. Program Definition**

The goal of the Central Valley Rural Crime Prevention (CVRCP) Program is to provide for the protection and safety of the state's agriculture industry by creating statewide standards and methods for detecting and tracking agrarian crime.

Rural Crime and Agricultural Crime are synonymous terms and, as such, defined by a singular definition:

Any property crime against a farmer, rancher, agricultural-related business or other designated industry which takes place in the unincorporated rural areas of the state, **and** impacts the victim's commercial production, distribution, or economic livelihood derived from agricultural products, livestock, petroleum, chemicals, farm implements and equipment.

***To ensure program integrity, any criminal activity not meeting this definition, even though the crime was committed in a rural or agricultural location, will not be included under this program.***

Since its inception, the program has been further expanded to enhance crime prevention efforts to strengthen the ability of law enforcement agencies in rural areas to detect and monitor agricultural- and rural-based crimes.

This unique program uses both a local and regional task force approach to prevent the theft of agricultural equipment, livestock and produce, and apprehend those responsible for such crimes; and prosecute the offenders.

### **3. Program Structure**

The program is based on creating in each county a structure that will generally replicate the original Tulare County Rural Crime Prevention Demonstration Project. As such, each county has the overall discretion to tailor their specific program to resolve local agricultural and rural crime needs.

Projects are hereby advised that the following activities are prohibited under the CVRCP:

The use of grant funds for investigation and reporting of non agricultural-related crimes (including, but not limited to – trash dumps, littering, lab or other waste dumps, torched vehicles, and towed vehicles) violates the terms of your grant award agreement. The use of grant purchased equipment to investigate non agricultural-related crimes also violates the terms of your grant award agreement.

The use of grant funds and/or grant purchased equipment for non agricultural-related criminal investigations may result in a request from the Office of Emergency Services (OES) for the immediate return of all equipment. Continued non-compliance with the terms of your grant award agreement may result in a hold being placed on your grant, and a determination made by OES as to the continuation of current and future funding for your agency under the Central Valley Rural Crime Prevention Program.

Consistent with CVRCP legislation, the program must, at a minimum, include the following components:

#### **a. Regional Task Force Representative**

This component of the CVRCP mandates the creation of a multi-jurisdictional approach to agricultural crime reduction. As such, this program's overall goal is to strengthen the ability of law enforcement agencies in rural areas to detect and monitor agricultural-based crimes. Program funding is contingent upon active participation on the regional task force by each participating county.

At a minimum, the Central Valley Rural Crime Task Force shall be comprised of representatives from the following agencies, from each county:

- District Attorney;
- Sheriff's Office; and
- Agricultural Commissioner.

Selection of representatives for the regional task force may be based, in part, on the following criteria:

- The amount of funding provided to the county. Funding levels vary between counties as discussed by statute. Accordingly, there should be a proportionate relationship between funding levels and county staffing levels.
- Expertise in developing crime prevention, problem solving, crime control techniques, and reporting systems development, and implementation. Task force representatives should have the capacity to develop a crime reporting system, which is an inherent feature and goal of the CVRCP. The regional task force should focus on strategic agricultural crime prevention, enforcement, and criminal justice system issues that affect the entire eight-county region.

The regional task force should provide direction, vision, policy development, program innovation, and oversight as it relates to the overall goals of this program. Through consensus obtained between all participating counties on November 30, 1999, it was agreed that the regional task force would **not** assume control authority over each separate county program.

b. Regional Task Force Chairperson/Commander

The Central Valley Rural Crime Task Force should create a leadership position to chair the task force activities and programs. This may be through the appointment of a chairperson or commander for the task force that may be rotated between representatives of the task force. The chairperson would be responsible for the following:

- Calling all scheduled meetings to order and coordinating rural crime prevention efforts with other committee members;
- Provide organizational support through consensus building between county task force representatives, to include documentation of meetings. ***(As these meetings consist largely of intelligence sharing, thereby not allowing for written records, meeting announcements indicating the date, time, and location of each meeting shall be considered sufficient documentation);*** and
- Coordinate through delegation, task force activities designed to make use of external expertise of professionals from the United States Military, the California Military Department, the Department of Justice (DOJ), and other law enforcement agencies. (As an alternative to this function, the chairperson may delegate this requirement to task force representatives as a common regional task force responsibility.)



c. Regional Task Force Operations

This program has been designed to take full advantage of administrative, operational, and tactical flexibility. The task force is an interactive team working together to develop crime prevention, problem solving, and crime control techniques, to encourage timely reporting of crimes, and to evaluate the results of those activities. As such, the task force may choose to:

- Operate as an active multi-jurisdictional enforcement task force for the purpose of strategic law enforcement activities. These activities must be consistent with the statute, and could assist investigative coordination by operating from a permanent joint facility located in one county jurisdiction.
- Operate from rotating or selected locations within the eight-county area.
- Develop rural crime prevention programs containing a system for reporting agricultural crimes that enables the swift recovery of stolen goods and the apprehension of criminal suspects for prosecution.
- Develop a uniform procedure for all participating counties to collect data on agricultural crimes.
- Develop a centralized database for the collection and maintenance of data on agricultural crimes and designate one participating county to maintain the database. The database must have been operational by June 30, 2003.
- Conduct joint operations in order to facilitate investigative coordination.
- Consult with experts from the United States Military, the California Military Department, the Department of Justice, other law enforcement entities, and various other state and private organizations as deemed necessary to maximize the effectiveness of the task force.

The task force could operate as an information retrieval, analysis, program building, and reporting entity for the CVRCP, excluding tactical response. Tactical response would be the responsibility of the county program. This feature would give county programs the option to implement their program using the Tulare County model, **excluding the development of a separate county task force**. Additionally, each county would be required to report arrests, investigations, property theft and recovery, including prosecutions, and final dispositions for analysis and reporting purposes.

d. County Rural Crime Program

Each of the counties of Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare may develop within its respective jurisdiction a CVRCP consistent with the statute and in response to certain unique but significant problems encountered in agricultural locations. The CVRCP shall be administered by the county district attorney's office of each respective county under a joint powers agreement with the corresponding county sheriff's office entered into pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code.

The staff for each program shall consist of the personnel designated by the district attorney and sheriff for each county in accordance with the joint powers agreement, and may include the county agriculture commissioner's office. Assignment of project staff should be based, in part, on the following:

- Significance of the agricultural crime problem;
- Availability of staff resources to support this effort;
- Amount of funds allocated to the program for these purposes; and
- Availability of additional staff and funding resources that would augment the program.

With regards to what should be viewed as operating in the best interests of this program, consensus should be reached between the district attorney and the sheriff when allocating resources for the county program, as consensus building is the foundation of this program. It is recommended that resources for no less than half of one full-time employee (FTE) be allocated to this program.

Composition of the county program must include, at a minimum, the following:

- **Prosecution:** This component is fundamentally 33-1/3% of the interactive team at the task force and county program level. Designated prosecutors using vertical prosecution techniques in an agricultural crime case is also a means of determining the relative effect of law enforcement's interdiction efforts. Prosecutorial efforts, using vertical prosecutorial representation, will have the potential of bringing closure to the escalating effects of agricultural crime to selected counties. Vertical prosecutorial representation is a technique whereby the prosecutor who makes the initial filing or appearance in an "agricultural crime case," will perform all subsequent court appearances on that particular case through its completion, to include the sentencing phase.

***Program-specific job descriptions must be developed in support of the county program and developed by the county district attorney or designee.***

- **Law Enforcement:** This component should have, at a minimum, a sworn deputy sheriff(s) in this staff position. This component is integral to the structure of this program and vital to the activities of the project. Without investigation, surveillance, arrest, community education and support for the county program, success may not occur. These attributes are considered the minimum functions that may be initiated to implement and sustain the county program. The county sheriff or designee may also determine that additional duty requirements may be required.

***Program-specific job descriptions must be developed in support of the county program and developed by the county sheriff or designee.***

And may include:

- **County Agricultural Commissioner (Support):** This component has the capacity of providing specialized expertise in the agricultural environment, as well as problem solving and crime control input. For this reason, each county should include county agricultural commissioners and their agricultural inspectors in any programmatic activities. These activities may include, but are not limited to,

agricultural advice, field intelligence, surveillance, crop, implements, chemical, and livestock identification, etc. The statute or program does not preclude the use of this component in other capacities within the county program. As this component will be represented on the regional task force, strong consideration must be given to the use of this support resource within the framework of the county program.

***Program-specific job descriptions must be developed in support of the county program and developed by the county agricultural commissioner or designee.***

## **G. PREPARING AN APPLICATION**

**FORMS** includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Service Information;
- Project Narrative;
- Budget Narrative;
- Project Budget (OES A303a-c); and
- Application Appendix.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CENTRAL VALLEY RURAL CRIME PREVENTION PROGRAM (CVRCP)**

**REQUEST FOR APPLICATION**

**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

**A. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

**1. Problem Statement**

Under this subheading, the narrative must provide a detailed discussion of the nature and extent of agricultural crime in the jurisdiction. This discussion may prioritize the kinds of problems and trends (e.g., crime type, frequency, arrests, prosecutions, sentences, etc.), in the order of their importance. Crime statistics relative to these problems should be integrated within the fabric of this discussion. If data is available, cover at least a three-year period. Projects may include a **literal analysis of estimates** to cover the inclusive period. The basis for this estimate must also be provided if estimates are used.

**2. Plan and Implementation**

This section represents the key objectives, activities and performance measures that will later determine the effectiveness of this program. Applicants are required to submit all mandatory objectives and activities discussed below. This will also include “optional objectives” determined by each project that indicates unique features and program issues that affect specific project locations.

**This section should be sequenced as indicated below and the pattern repeated after each objective.**

**Objective 1: Enhance crime prevention efforts by maintaining a county program that strengthens law enforcement agencies’ ability in rural areas to monitor and detect agricultural-based crimes.**

**Activities:**

- Discuss the number of personnel participating in the county program. (Specify staff position and date assigned.);
- Discuss the date the county program began operation; and
- Estimate the number of agricultural crimes to be investigated.

**Objective 2: Establish and/or Continue Participation in a Central Valley Rural Crime Task Force**

One of the most significant features of this program is the establishment of a regional task force. By doing so, resources within the eight-county system may be brought to bear on agricultural crime problems. The establishment and continued participation on this task force is MANDATORY, as measured by:

**Activities:**

- Discussing the number of county representatives selected to participate on the task force. (Specify staff position and date selected); and
- Discussing the date the joint facility was established. (Participants may also consider the use of a rotational or selected location);

**Objective 3: Conduct Felony and Misdemeanor Agricultural Crime Arrests (County Program)**

Concentrate misdemeanor and felony arrest efforts on persons and criminal organizations suspected of committing agricultural crime offenses, as measured by:

**Activities:**

- Estimating the number of suspects arrested/cited for agricultural crime offenses; and
- Estimating the number of suspects referred to the county district attorney for prosecution (filing) or adjudication.

**Objective 4: Crime Reporting and Acceptance Rates**

Report agricultural crime-related statistics for criminal activity in the project's target area. Develop, establish, sustain, and subsequently increase the acceptance rate of reported crimes that are agriculturally- related, as measured by:

**Activities:**

- Estimating the number of crimes involving Agricultural Chemicals;
- Estimating the number of crimes involving Commodities;
- Estimating the number of crimes involving Farm Equipment;
- Estimating the number of crimes involving Livestock;
- Estimating the number of crimes involving Tractors;
- Estimating the number of crime involving Vandalism;
- Estimating the number of crimes involving Vehicles;
- Estimating the number of crimes involving Loss Due to Arson;
- Estimating the number of crimes involving Miscellaneous Ag Property;
- Estimating the total cost in "losses" sustained as a result of agricultural crime; and
- Estimating the total cost in "recoveries" as a result of agricultural crime efforts.

**Objective 5: Vertically Prosecute Offenders Committing Misdemeanor and Felony Agricultural Crime Offenses**

The vertical prosecution of offenders committing agricultural crimes under this program, as measured by:

**Activities:**

- Estimating the number of defendants prosecuted using true vertical prosecution;
- Estimating the number of defendants prosecuted using major stage prosecution; and
- Estimating the number of defendants prosecuted using non-vertical methods of prosecution.

**Objective 6: Develop, Establish, and Increase Agricultural Crime Defendant Conviction Rates**

Develop, establish, sustain, and increase convictions of defendants prosecuted by specialized agricultural crime prosecutors, as measured by:

**Activities:**

- Estimating the number of defendants prosecuted or adjudicated;
- Estimating the number of defendants convicted on any charge. (Subordinate categories will include felonies, misdemeanors and infractions); and
- Estimating the number of defendants **NOT** convicted on any charge. (Subordinate categories will include felonies, misdemeanors and infractions.)

**Objective 7: Track and Report the Length of Sentences/Commitments for Agricultural Crime Defendants**

Track, record, and report the length of sentences/commitments in agricultural crime cases prosecuted, as measured by:

**Activities:**

- Estimating the number of defendants convicted by trial;
- Estimating the number of defendants convicted by plea;
- Estimating the number of defendants sentenced to incarceration (e.g., jail, CRC, prison, etc.);
- Estimating the average sentence length (in days);
- Estimating the number of defendants **NOT** sentenced to incarceration (e.g., diversion, suspended sentence, dismissal of charges, changed to misdemeanor with probation, etc.);
- Estimating the number of defendants sentenced with a court-ordered requirement for restitution; and
- Estimating the total dollar amount of restitution ordered.

**Objective 8: Promote the Efforts and Accomplishments of the Rural Crime Prevention Program**

This objective serves to support the legislative requirement for applicants to solicit media and community support to promote the efforts of this program. Within the capacity of each project

location, these efforts strengthen program successes. A concerted effort must be undertaken to inform and solicit active support from community members, agencies, and private organizations throughout each county. Therefore, satisfying the intent of this objective will be instrumental in determining the effectiveness of these promotional efforts.

To maximize the effectiveness of the CVRCP, promote the efforts and accomplishments of the program, as measured by:

**Activities:**

- Estimating the number of program presentations made to local groups, agencies, and associations;
  - Estimating the number of community training sessions conducted for farmers, ranchers, and interested industrial entities;
  - Estimating the number of publications developed to promote CVRCP efforts, activities, and accomplishments. (List publications and their distribution in a separate attachment.); and
  - Estimating the number of Public Service Announcements (PSAs) developed and initiated for public/private broadcasting. (List PSA and airtime schedule on separate document.)
- a. **Implementing Agency Description:** Describe the implementing agency, including information such as size, composition, and structure. One of the unique features of this program is one of joint responsibility between the county district attorney and sheriff. The county district attorney of each county will administer this program under a “Joint Powers Agreement” with the corresponding county sheriff. In this case, provide a general description of both agencies in this section. **Include a copy of the Joint Powers Agreement in this Appendix.**
- b. **Staffing, Policies, and Procedures:** Discuss and identify each staff person that will be assigned to the rural crime prevention regional task force and the county rural crime prevention program. This discussion must include responsibilities, titles, supporting descriptive information that identifies their qualifications, and whether or not the time spent in this program will be charged to the OES Grant Award.
- CVRCP statutes have not mandated staff experience requirements for this program. **Include program-specific job descriptions in this Appendix that detail specific grant-related activities for each grant-funded staff assigned to the project.**
- c. **Organizational Chart:** Provide an organizational chart (stick diagram, illustration, or mechanical drawing) that demonstrates the relationship between the implementing agency and project staff. Clearly demonstrate the placement of the project staff and their programmatic responsibility. This requirement applies to the regional task force, as well as individual county programs. Titles for persons on the organizational chart must match those identified in the job descriptions, budget, and project staff sections.
- d. **Coordination with Other Agencies:** This section applies to external agencies as well as those participating in the CVRCP. Provide a brief discussion of relationships with agencies or organizations that have expressed a willingness to support program goals and objectives. These agencies may include, but are not limited to any branch of the United States Armed Forces, including active, reserve, and National Guard components; the California Military Department; the U.S. and California Departments of Justice (DOJ); other law enforcement and criminal justice system agencies at the local, state, and federal level; interested property owner groups or associations; United States Department of Agriculture (USDA); or County Farm Bureaus.



- e. Database Participation Agreement: The Central Valley Rural Crime Task Force, in consultation with the Office of Emergency Services, has developed uniform reporting procedures for the collection and reporting of data on agricultural crimes, and has designated the Tulare ACTION Project as the agency responsible for maintaining the database.

Each participating county must agree to collect and report statistical data on agricultural crimes, and enter this data into a centralized database. Each county must also agree that the centralized database will be housed at and maintained by the Tulare ACTION Project, thus ensuring uniform data collection and retrieval.

To ensure compliance with this statutory mandate, a Rural Crime Database Participation Agreement must be signed by the district attorney and sheriff of each participating county. **Include a copy of the Rural Crime Database Participation Agreement in this Appendix.**

- f. Source Documentation: Discuss the project's ability to implement, track, maintain, and report data collection activities for progress reporting. Applicants may coordinate this discussion with other participating counties and the regional task force to establish a data collection, analysis, and reporting "system".
- g. Progress Reporting: Participating agencies are required to submit progress reports on a quarterly basis throughout the grant year. Report forms will be provided to projects at the beginning of the grant year.

Statistical data collection will be accomplished using the ACTION database. The database has been designed to include the required OES statistical report forms for easy, accurate, and uniform data collection and retrieval.

## **B. PROJECT BUDGET**

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov). Select "*Recipient Handbook, Appendices, and Forms*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.



## 1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

## 2. **Specific Budget Categories**

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

### a. **Personal Services – Salaries/Employee Benefits (OES A303a):**

#### 1) **Salaries**

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

## 2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

### **b. Operating Expenses (OES A303b):**

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these call under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

**A CVRCP Project Directors meeting is tentatively scheduled for the 2008/09 grant period. A registration fee, per diem and travel expenses should be budgeted for this meeting.**

### **c. Equipment (OES A303c):**

**Requests to purchase vehicle(s) will be considered and reviewed by the Program Specialist and the Branch Chief.**

Equipment is defined as nonexpendable tangible personal property having ***a useful life of more than one year*** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

### C. **APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Project Service Area Information;
- Project Summary;
- Organizational Chart;
- Joint Powers Agreement;
- Database Participation Agreement;
- County program staff job descriptions (program specific);
- Out-of-State Travel Request (optional);
- Computers and Automated Systems Purchase Justification Guidelines (optional); and
- Noncompetitive Bid Justification – Contracts for and/or Services Checklist (optional).